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MEMORANDUM OF UNDERSTANDING BETWEEN THE  
IMAGERY ANALYSIS STAFF, DDI AND  
THE NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

This memorandum details the understandings achieved and the agreements reached between the National Photographic Interpretation Center and the Imagery Analysis Staff. It is intended to clarify NPIC-IAS working relationships in certain fields so that both organizations may continue to accomplish their assigned missions harmoniously and efficiently.

While these understandings are not all-encompassing they represent guidelines for NPIC-IAS relationships. They may be modified as experience and future circumstances warrant.

I. Administration

*Support Staff*

a. Training - Information will be exchanged on training courses, both internal and external, to provide an opportunity for joint participation. Two PI slots will be provided IAS on the NPIC ☐ PI exchanges. Senior school nominations will be the responsibility of the separate career services.

b. Travel - Approvals, funding and accounting will be separately administered. The NPIC Security Branch will provide necessary clearance certifications for IAS travelers both CONUS and overseas.

c. Logistics - Equipment and supply procurement, as well as the accountability of all property received will be administered by IAS through a separate IAS account. Basic administrative supplies will continue to be furnished by NPIC/Logistics. Receiving and delivery of IAS equipment and supplies will be the responsibility of NPIC/Logistics Branch.

NPIC/Logistics will provide the usual building service activities and normal maintenance services through GSA.

Requests for renovations or modifications for IAS operations will be prepared by IAS and submitted to NPIC/Logistics for a cost estimate and review for conformance with building standards. Upon concurrence by NPIC the work requests will be returned to IAS for the DDI and/or DDS approval. Upon approval, NPIC/Logistics will implement the work requests to GSA and monitor the progress of the work. Escort services for cleaning details will be provided by NPIC/Logistics Branch.

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d. Recruitment - Personnel recruitment, as on summer intern programs for both IAS and NPIC will be administered through the Office of Personnel/DDS. Applicants deemed surplus by either organization will be forwarded to the other for further consideration.

e. Personal Services - Personal services will be separately administered. IAS will continue to utilize the NPIC internal gray and black phone directories. Changes relative to directories will be reported as before on locator cards.

f. Administrative Security - IAS will designate its own TCO/BCO, SCO, RDCO and Area Top Secret Officer. Allocations of T-KH billets and requests for special clearances will be separately administered. TSO/BSO functions will be furnished IAS by NPIC/SS/SB.

Support Staff  
The Security Branch will receive a copy of all IAS clearance requests, approvals and disapprovals and will continue to administer IAS clearance briefings and debriefings, maintain up-to-date machine listings of IAS clearances and certify outside visitors to IAS. They will also provide physical security for the IAS space in [ ] maintain the security phone watch service and provide advice and counsel to IAS employees regarding security problems, outside activities and general cover guidance.

The general procedures and requirements for security in office routine as established by the Chief, Imagery Analysis Staff will be submitted for approval to the Chief, Security Branch, SS/NPIC.

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g. Substantive Security - Release of reports to foreign governments will be separately administered but closely coordinated. IAS will continue to provide NPIC with copies of each report it fabricates in fulfilling its sanitization responsibilities.

Support Staff  
h. Records Management - The NPIC records management officer will certify IAS materials for vital records storage, continue to maintain IAS retirement schedules and serve as IAS forms management officer.

i. Suggestion Awards - IAS will utilize the NPIC Suggestions Awards Committee. An IAS observer will sit in session when an IAS suggestion is under consideration or at the invitation of the Chairman.

## 2. Planning and Management

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a. Fiscal - Budget preparation, fiscal accounting and certification, paychecks and T&A's will be separately administered.

b. MIS - IAS will continue to utilize the NPIC Management Information System (MIS). Wherever possible NPIC will incorporate IAS stated needs for management information in its planned revision of the MIS. Information placed within the system by either organization is proprietary to that organization and access thereto is limited to specified designees.

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### 3. Imagery Exploitation Equipment

PAG Personal PI gear presently held by CIA interpreters in PAG will remain with the interpreters. The additional IAS input of 16 PIs will take their personal gear with them. Accountability on any non-expendable items will be transferred to PAG.

Future PI equipment procurement will be separately administered, but coordinated for possible cost savings.

### 4. NPIC Services to IAS

T/D a. IAS has made available to NPIC two photogrammetric positions from its FY 1968 T.O. In return, NPIC will ensure two man-years of photogrammetric services to IAS when and as required.

b. NPIC will support, insofar as its capabilities permit, the direct support responsibilities of the IAS. The support to be provided IAS by NPIC will be at the approximate levels provided hitherto. This support will take the form of but will not be necessarily restricted to the following types of functions / services: cable, graphics, model making, photogrammetric, computer, photo lab, printing, dissemination, registry, courier, film library, photo research, map procurement, book purchases, and equipment maintenance. T/D

T/S c. NPIC will be receptive to IAS-recommended R&D projects and will fulfill IAS needs to the extent possible. NPIC will keep IAS fully informed on the latest R&D developments in fields of mutual interest and will invite IAS participation in any R&D board or committee matters.

### 5. Miscellaneous Matters

- S/SX a. IAS and NPIC will exchange FLO monthly reports and ensure maximum coordination of foreign visitors through their respective FLCO's.
- b. IAS will continue to advise NPIC of changes in report dissemination.
- c. NPIC will continue to advise IAS of film dispositions in accordance with NPIC Notice 70-1-2.
- d. Information on significant tours and briefings will be exchanged on a timely basis.

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